

STATE OF TENNESSEE

JOB CLASSIFICATIONS REQUIRING A WRITTEN/PERFORMANCE TEST

The job classification titles with the annotation "(open continuously)" may be applied for at any time. Otherwise, to determine whether any of these jobs are currently available to apply for, go to the "Search Job Openings" web page to access a listing of "Current Openings." If the job is not currently open but you would still like to have more information about the job, click on "View Class Specifications" from the Employment Information web page to access information such as salary range, examples of job duties, and the minimum qualifications required for the job.

| CLASSIFICATIONS REQUIRING A WRITTEN TEST | AVERAGE TIME NEEDED FOR TESTING |
|---|---------------------------------------|
| Account Clerk | 3 |
| Accountant/Auditor 1 (open continuously) | 3 |
| Accountant 2* (open continuously) | 3 |
| Accounting Technician 1 | 3 |
| Admin Secretary | 2 |
| Auditing Associate (open continuously) | 3 |
| Biologist 1 | 4 |
| Biologist 2 * | 4 |
| Chemist 1 | 4 |
| Class/Comp Analyst 1 | 3 |
| Class/Comp Analyst 2 * | 3 |
| Communications Dispatcher 1 | 2 |
| Computer Operator 1 | 2 |
| Correctional Corporal (open continuously) | 2.5 |
| Correctional Counselor 1 | 3 |
| Data Entry Operator | 0.5 |
| Data Processing Operator 1 | 2.5 |
| Data Processing Operator 2 * | 2.5 |
| Disability Claims Examiner 1 | 3 |
| Distributed Computer Oper 2 * | 2 |
| Driver's License Examiner | 2.0 |
| Eligibility Assistant (open continuously) | 2.5 |
| Eligibility Counselor 1 (open continuously) | 3 |
| Emp Counselor 1 | 4 |
| Emp Security Interviewer 1 | 3 |
| Env Specialist 1 | 4 |
| Executive Secretary 1 | 2 |
| HR Admin Technician 2 * | 4 |
| HR Technician 1 | 4 |
| HR Technician 2 * | 4 |
| Information Systems Assistant | 3.5 |
| Laboratory Technician 1 | 3 |
| Laboratory Technician 2 * | 3 |
| Lead Data Entry Operator | 1 |
| Mainframe Computer Oper 2 * | 2 |
| Medical Transcriber 1 | 2 |
| Medical Transcriber 2 | 2 |
| Microbiologist 1 | 4 |
| Prob/Par Officer 1 | 3 |
| Public Health Rep 1 | 3 |

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|---|-----|
| Public Health Rep 2 * | 3 |
| Revenue Processing Assistant 1 | 2.0 |
| Revenue Processing Data Sp 1 | 2.0 |
| Revenue Processing Data Sp 2* | 2.0 |
| Secretary | 2 |
| Social Counselor 1 | 3 |
| Statistical Analyst 1 | 3 |
| Statistical Clerk | 3 |
| Statistician 1 | 3 |
| Statistician 2 * | 3 |
| TBI Sp Agent-Criminal Inv 1**** | 2.5 |
| Telephone Operator 1 | 1.5 |
| THP Lieutenant*** | 2.0 |
| THP Sergeant*** | 2.0 |
| T&R Examining Clerk 1 | 3 |
| T&R Examining Clerk 2 * | 3 |
| Transportation Assistant 2 (open continuously) | 4 |
| Transportation Technician 1 (open continuously) | 4 |
| Trooper | 2 |
| Veterans' Employment Rep 1 | 3 |
| Veterans' Outreach Spec 1 | 3 |
| Wildlife Manager 1** | 2.5 |
| Wildlife Officer 1** | 2.5 |
| Word Processing Operator 1 | 1.5 |
| Word Processing Operator 2 | 1.5 |

* For these jobs, applicants must take (and pass) a job-related written test, but the actual score on the employment eligible list will be based on a rating of education and work experience, not the written test score.

** The examination for these jobs is only administered once per year, usually in May or June. Applications are usually accepted during a one-month open period prior to the examination, typically in March or April. Applicants approved for test admission must also complete a supplemental questionnaire form which will be a part of the overall score on the employment eligible list.

*** Promotional examinations for these jobs are usually only administered once every two years.

**** Applicant scores on the employment eligible list for this job are based on a combination of the written test score and a rating of education and work experience.